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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : C/Plans and Policy Staff

DATE: 27 April 1955

FROM : C/Junior Officer Training Program

SUBJECT: Weekly Activity Report #17  
20-26 April 1955A. SIGNIFICANT ITEMS

None

B. NORMAL ACTIVITIES

1. With the approval of the Director of Personnel, arrangements have been made to begin processing of certain candidates for the JOT Program whose files and tests records make them appear highly desirable, but who have not yet had pre-employment medical examinations or interviews with JOTP. These so-called temporary actions will be either confirmed or cancelled after firm decisions have been reached by the Medical Office and JOTP. The purpose of this arrangement is to avoid delays in processing which would otherwise be necessary because of the present inability of the Medical Office to meet promptly the need for examinations of JOT candidates.

25X1 2. [ ] the Project Officer for studying the JOT Program, has been supplied with full itemized data on present and projected methods of handling JOT candidates and with statistics on procurement since the beginning of the year. (See Attachment) Ref. Report #16, A.1.

25X1 3. It has been made S.O.P. to report the names, business connection, and new addresses of resigning JOT's to the [ ]  
[ ] It is considered that these "Alumni" of the Program may eventually be useful to the Agency in some capacity at a later date. If such turns out to be the case, losses from the Program may not be as serious as they would appear on the surface.

25X1 4. [ ] has resigned from the JOT Program and  
25X1 has been returned to the [ ] for duty at [ ]  
(Ref. Report #16, B.2.) 25X1

25X1 5. JOT [ ] has indicated his intention to resign on  
16 May 1955 because of restrictions placed on his activity by the  
Medical Office due to his ulcer condition.

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6. Fifteen JOT's are scheduled for the CMT course beginning 31 May. When this course is completed all JOT's assigned to the DDP will have completed this phase of their training.

7. The names of three JOT's permanently assigned to other offices of the Agency have been given to the Personnel Officer as possible candidates for the Teacher Training Program.

8. Attached is a memorandum concerning the effectiveness of the procurement of JOT's since 1 January 1955.

25X1 9. JOT's [ ] have returned after completing Program A, the last phase of which was an overseas tour of slightly more than one year in area and language training. Both of these men express considerable satisfaction with their experience and are very greatly interested in preparing themselves to return to [ ]

25X1 10. JOT [ ] has entered on duty.

25X1 11. a) [ ] has been selected to enter the Teacher Training Program and will be assigned to the staff at [ ]

25X1

25X1 b) [ ] has been temporarily attached to ONE with the understanding that after a three-month trial period he will, if satisfactory, be transferred permanently to that Office.

25X1 c) [ ] has been attached for training experience to EE/[ ]

25X1 d) JOT [ ] will return this weekend from a short TDY overseas.

25X1 e) [ ] has been temporarily attached to OCI for on-the-job training.

25X1 f) [ ] has been temporarily attached to the Operations Staff for on-the-job training.

12. [ ] have been assessed.

25X1

25X1 13. DC/JOT is taking the Reading Improvement Course. [ ] is taking the Anti-Communist Operations Course.

25X1

14. Personal interviews were held with the following JOT's:

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15. The following meetings were held: [redacted] PUD  
(JOT Project); [redacted] (his program); [redacted] IS/OTR (progress  
of JOT's); [redacted] OTR (processing of [redacted] CI  
Staff (JOT [redacted] PUD (JCD candidates); and [redacted]  
A&E Staff (improvement in reporting tests results).

25X1

25X1

25X1

25X1

16. Interviews were held with six JOT candidates and one JCD  
candidate. Two JOT candidates were invited to Washington for  
pre-employment medical examinations and tests. The files of  
three candidates were put in suspense and three were rejected.  
Requests for temporary personnel actions were submitted on five  
candidates [redacted] and  
final personnel actions on five candidates [redacted]  
[redacted]

25X1

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